

## POSITION SURVEY FOR OVERTIME EXEMPTIONS

Department: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Incumbents Name: \_\_\_\_\_

Reports To Position Title: \_\_\_\_\_

### **SALARY**

- 1) Salary: \$ \_\_\_\_\_ per month. (Actual)
- 2) Total Annual Compensation: \$ \_\_\_\_\_ (Actual)
- 3) This position currently (does)/(does not) receive overtime compensation.
- 4) Has any discipline been imposed on the position, which resulted in a loss of pay? \_\_\_\_\_

If so, describe the type of discipline (i.e. suspension, reduction in pay, ect.), and the length or extent of the discipline (1 hour, 1 day, 1 week, etc.)

\_\_\_\_\_

\_\_\_\_\_

- 5) Is the position subject to a reduction in pay for working less than a full workday? \_\_\_\_\_

### **SUPERVISION EXERCISED OVER OTHER EMPLOYEES**

*(If the position does not supervise any employees, please skip this section)*

- 6) Regularly supervises \_\_\_\_\_ full-time employees.
- 7) Regularly supervises \_\_\_\_\_ part-time employees, who work a cumulative total of \_\_\_\_\_ hours per week.
- 8) Identify any units, sections or divisions that the employee is responsible for managing: \_\_\_\_\_

\_\_\_\_\_

**IDENTIFY LEVEL OF INVOLVEMENT IN THE FOLLOWING:**

	None	Marginal	Necessary	Essential
9) Interviewing, selecting and hiring employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Training Employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Directing, planning and assigning work:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Evaluating Employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Disciplining Employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Determining manner in which work is performed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Setting and adjusting rate of Pay for employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Setting employees hours of work:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Promoting and/or rewarding employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Handling employee grievances:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Maintaining production records For use in supervision or control:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Determining the type of materials or supplies to be bought, stocked or sold:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21) Controlling the flow and distribution of materials and supplies:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22) Providing for the safety of employees and the employer's property:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23) Make recommendations regarding the hiring of employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24) Make recommendations regarding the firing of employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25) Make recommendations regarding the advancement for promotion of employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26) Make recommendations regarding change of employment status of employees:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SUPERVISION RECIEVED**

27) Does the employee receive \_\_\_\_\_close or \_\_\_\_\_general supervision?

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**INDEPENDENT JUDGMENT**

28) Does the employee exercise discretion and independent judgment with respect to matters of significance?  
If so, how?

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**EDUCATION AND TRAINING**

29) Does this position require a specific college or graduate degree, or a specific sequence of college-level courses in a recognized field of science or learning? If so, please identify:

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**ADDITIONAL COMMENTS**

30) Do you have any additional information that you feel is important to the analysis of this position?  
(Attach additional sheets if necessary)

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\_\_\_\_\_  
Approved, Supervisor

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Approved, Division Head

\_\_\_\_\_  
Approved, Department Head

Return Completed form to:  
Rhonda Strout, Compensation and Employee Relations Manager  
No Later than February 4, 2003